

Advisory Board Meeting Minutes for February 25, 2019

Present: Emily Cahill, Arun Karumanchi, Abbey Cook, Grant Day, Christina Dean, Colleen DiGiallonardo, Geoff Kammerer, Lindsey Ma, Lisa Plantamura, Jay Scholl, Joshua Smith, Christa Spates-Bell, Greg Tomlins, Andrea Tortora, and Alissa Williams

Via phone: Laura Gleissner and Janā Stevens

Staff members: Dori Beaupre, Rebecca Herz, Morgan Jefferson, Kristin Vannatta

Absent: Terry Ho

Minutes prepared by Dori Beaupre

HopScotch Report: Ben Messina and Jonathan Smith, HopScotch committee co-chairs, were present to discuss final numbers and event feedback. All expenses have been processed leaving a net total of \$23,680.72. Expenses were lower than the year prior and admission revenue increased, which resulted in an overall net increase of \$1,477.17 from 2018. In order to further increase revenue for next year, sponsorship will be a major focus in addition to securing unique experiences to include in the silent auction.

The VIP Experience was a huge hit. VIP tickets sold out very quickly, so an increase in ticket price is appropriate for next year. Guests enjoyed the whiskey tasting with Hugh Higgins of Hearth, and Ethan Allen's furnishings transformed the Sci-Lab into a quiet, cozy lounge. Some logistical changes will be made next year to better accommodate vendors and keep guests moving throughout the entire PlayHouse. More games will be added.

Review of Minutes: January minutes were approved with no corrections.

Treasurer's Report: A copy of the 2018 Quarter 4 report was given to each board member and reviewed by Arun Karumanchi. The finalized 2018 budget will be shown at the April meeting.

Park District Report: This year, the Peoria Park District is commemorating its 125th anniversary with a "Back to the Future" progressive dinner event on June 22 in Glen Oak Park to celebrate its past, present, and future. The 'dessert' portion of the event will be held at the PlayHouse, and a community concert will follow. More details to come.

The Peoria Park District is working with consultants in a financial cost recovery analysis, along with several other park districts across the country. A Community Council on Financial Sustainability Volunteer Member description and application were distributed at the last meeting for this initiative; however, instead of a community council being formed, community members will have opportunities to meet with the consultants through focus-group discussions.

Director's Report: A Quarter 1 strategic plan update was distributed and will be discussed at next month's meeting. Also, a new PlayHouse logo design was revealed. If Board members have any feedback, please email Rebecca.

The Kindergarten Readiness Program is scheduled to run this summer on Mondays and Thursdays from 9-11:30am for up to 20 students from Lincoln and Franklin schools. Glen Oak has also been invited to participate. Peoria Public Schools is sponsoring the program as well as providing transportation. Board members are asked to provide snacks like last year.

Parent Ambassadors applications and a list of current members were distributed to share with anyone who might be interested. The group meets once quarterly for parents to share their feedback and ideas.

Operations: Kristin Vannatta, Operations Manager, was present to discuss challenges and successes of effectively running the PlayHouse. Kristin is responsible for staffing, training, payroll, financial reporting, volunteer management, general building care, safety procedures, and other miscellaneous administrative duties.

Customer service is the most important skill to train staff in. At the end of 2018, the PlayHouse began a professional development series for all staff members. Staff meets once a month to explore various play related topics in depth and discover ways to engage with visitors.

Board Chair Report: Fossils Rock is now slated to open in October instead of June.

Nominating Committee Report: No new updates.

Communications Committee Report: The committee added Andrea Tortora as co-chair.

Development Committee Report: A copy of the Development Plan was distributed. Board members will vote next meeting to approve. The committee continues to work on a Stewardship Plan which will specifically outline staff and board members' roles in the stewardship process.

Breakfast with the Director is scheduled for March 12 from 7:30am-9am at the PlayHouse. Rebecca will give a behind the scenes tour and update guests on current PlayHouse happenings. Please let Dori Beaupre know if you are able to attend.

Old Business: Please let Rebecca know if you know anyone who might be able to donate in-kind materials for Fossils Rock particularly plastic fabrications, flooring, floor decals, or costume creation.

New Business: No new business.

Formal Adjournment: 1:10pm

The next Advisory Board meeting is Monday, March 25 from 12:00pm – 1:00pm.